UTAH DEPARTMENT OF PUBLIC SAFETY

Voucher Codes

How to Purchase & How to Assign

The purpose of this guide is to provide a step by step guide for EMS agency administrators to purchase voucher codes, and to assign voucher codes to their personnel.

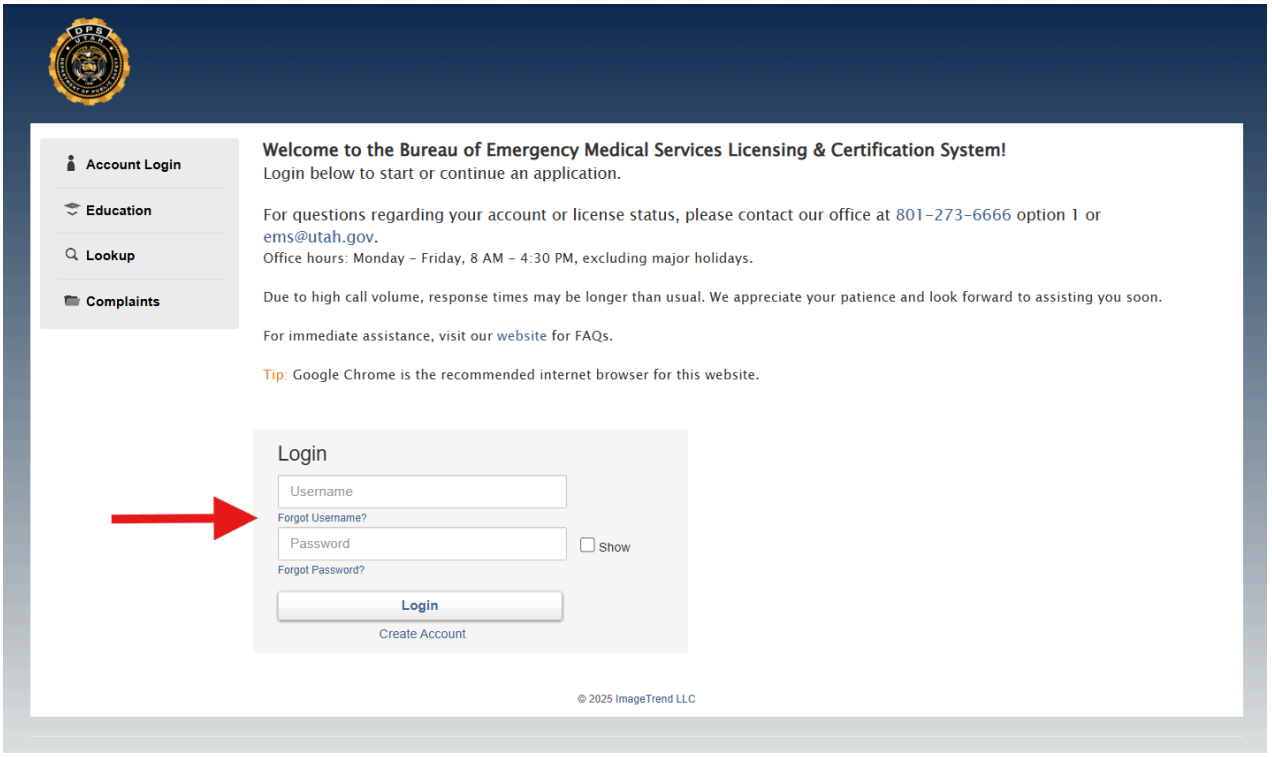
A voucher code is like a digital coupon. It's a short set of letters and/or numbers that you enter at checkout when filling out EMS Professional applications on this website. This application allows you as an agency administrator to purchase voucher codes. Once the codes have been purchased, the codes can be assigned to your providers for professional licensure.

Below is a list of fees. Please review while determining which voucher codes you want to purchase:

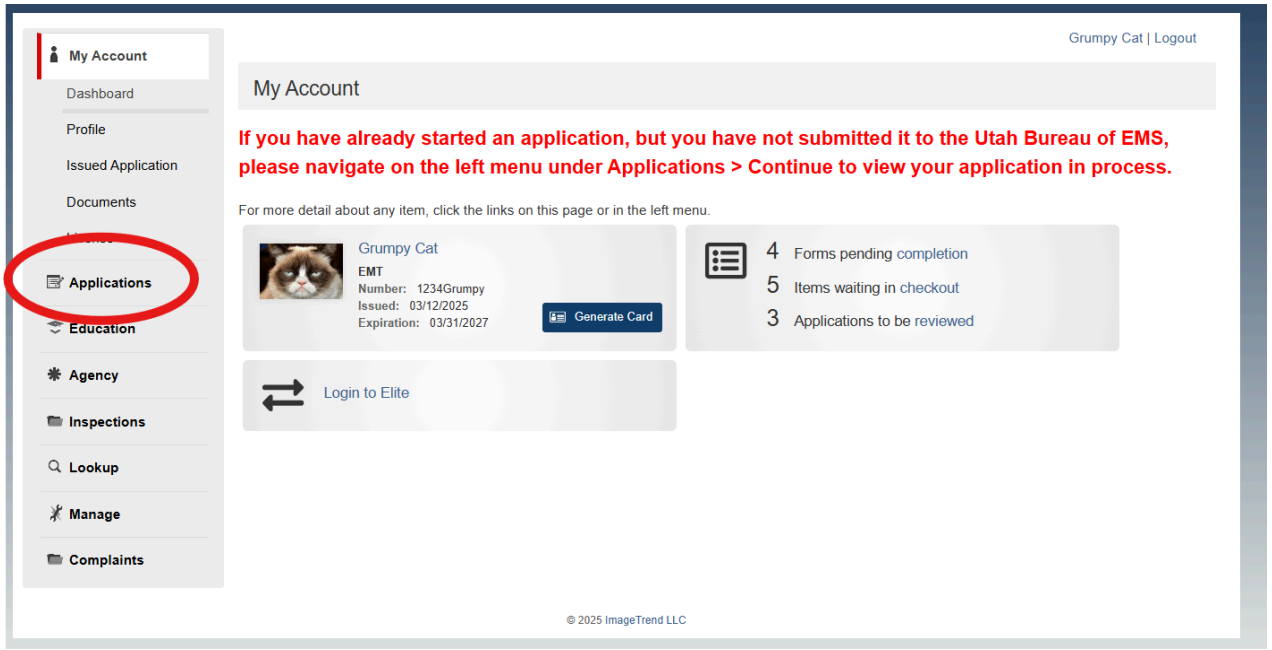
- Renewal Applications- $30.00
- Initial Applications- $45.00
- BCI Background Check- $74.00
- Initial Applications + BCI Background Check- $119.00

How to Purchase Voucher Codes

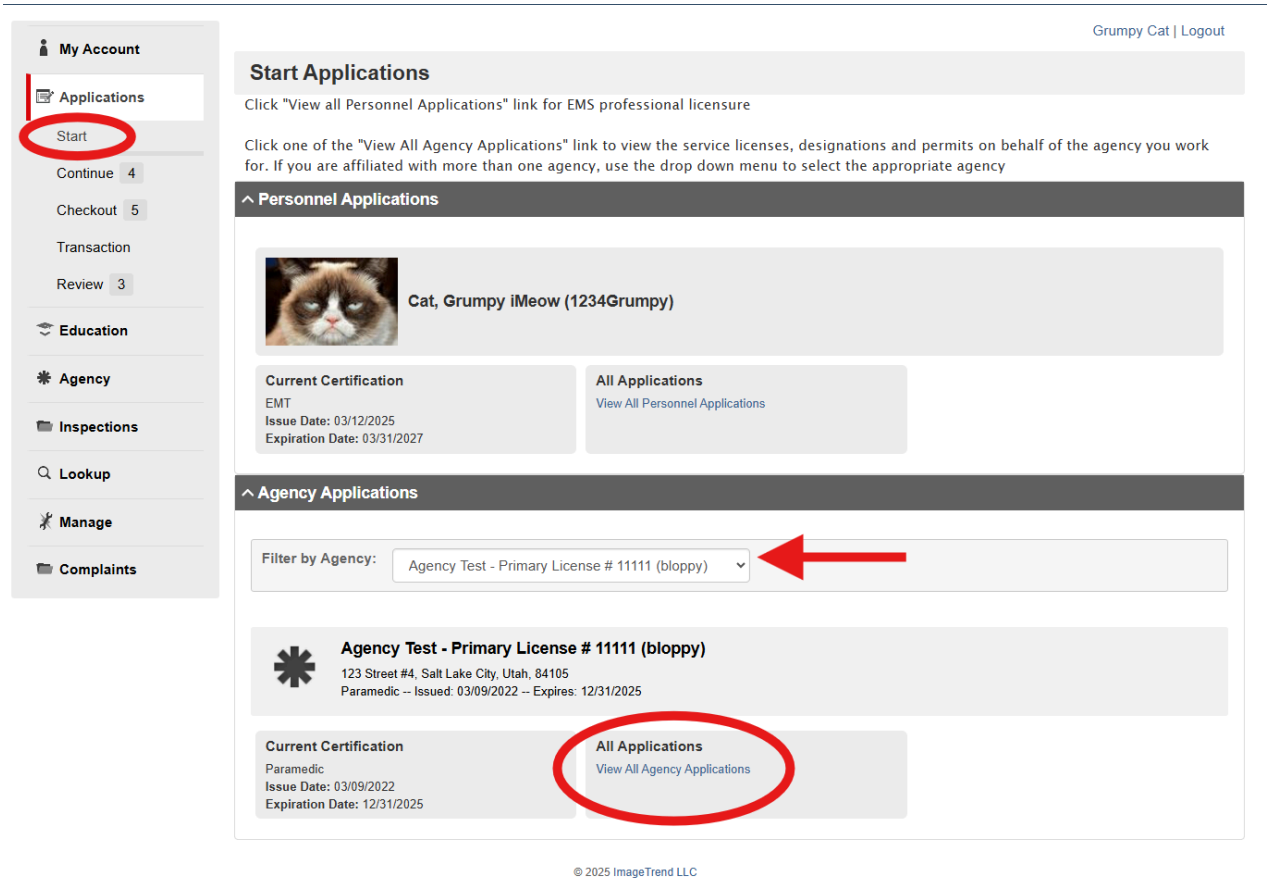
1. Visit emslicense.utah.gov.
2. Login using your login information.



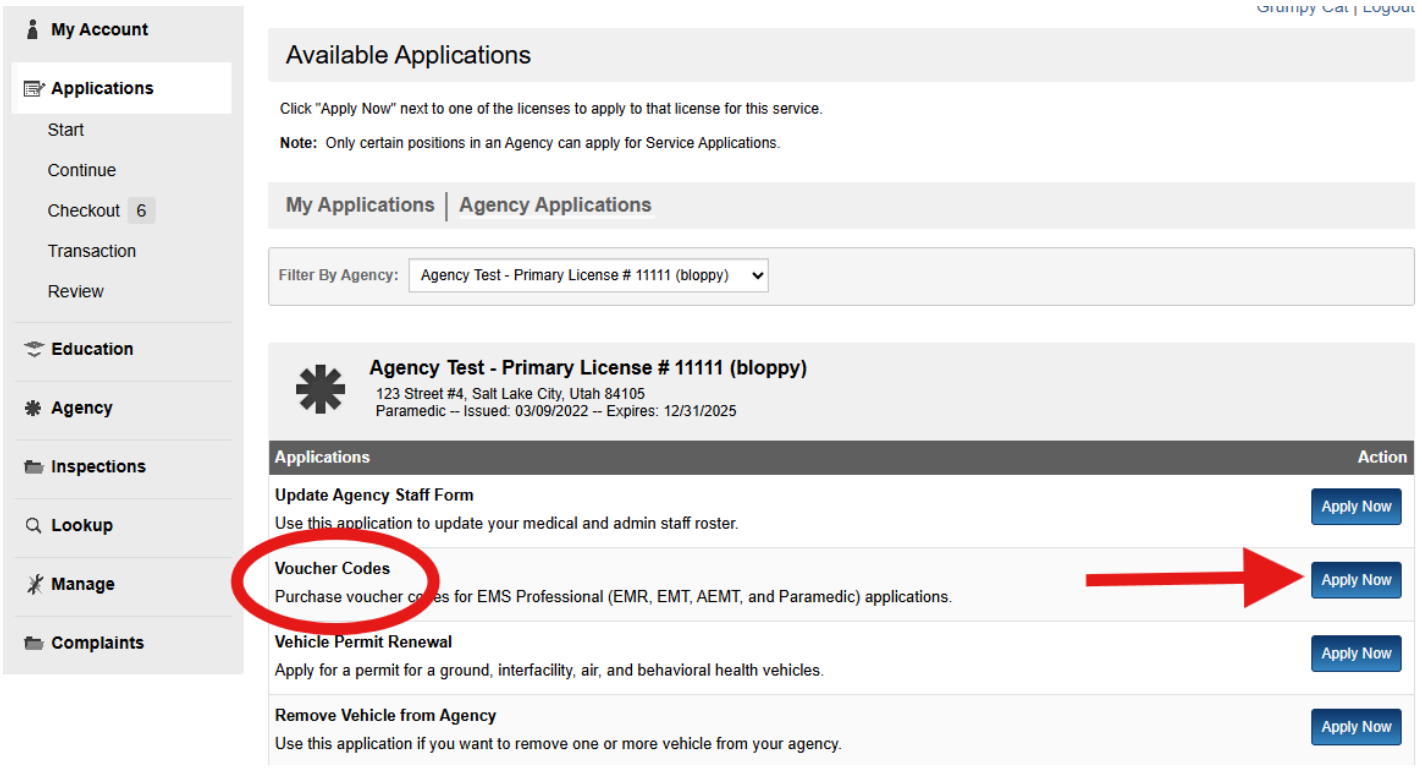
3. Click on the Applications tab on the left- hand side of the screen.



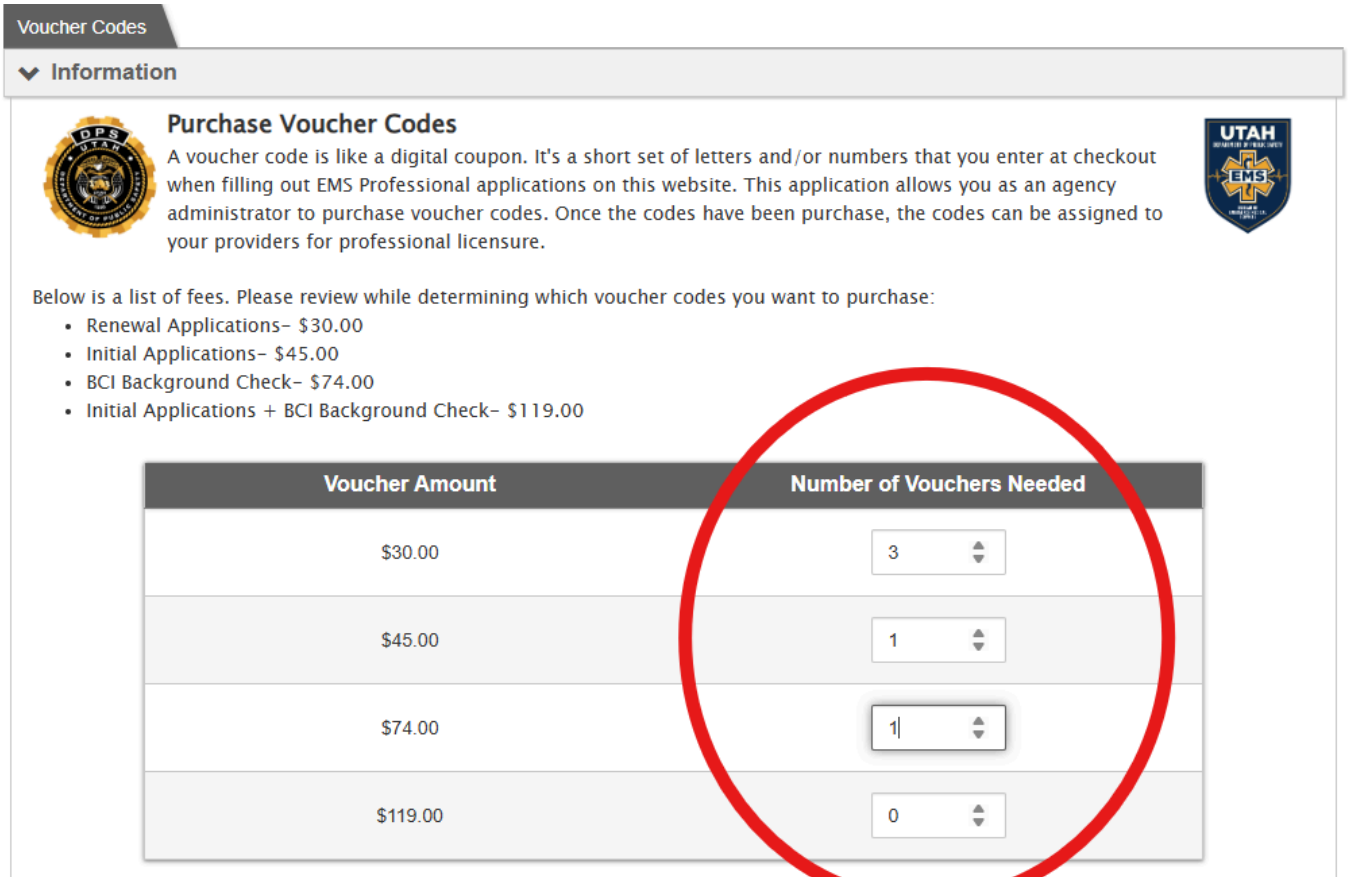
4. A new set of tabs will appear, select the Start tab.
5. Navigate to the Agency Applications section.
6. If you are affiliated with multiple agencies, *make sure you select the correct organization by using the drop down menu at the top of the section.*
    a. Voucher codes will only apply to the agency selected.
7. Click the View All Agency Applications hyperlink.



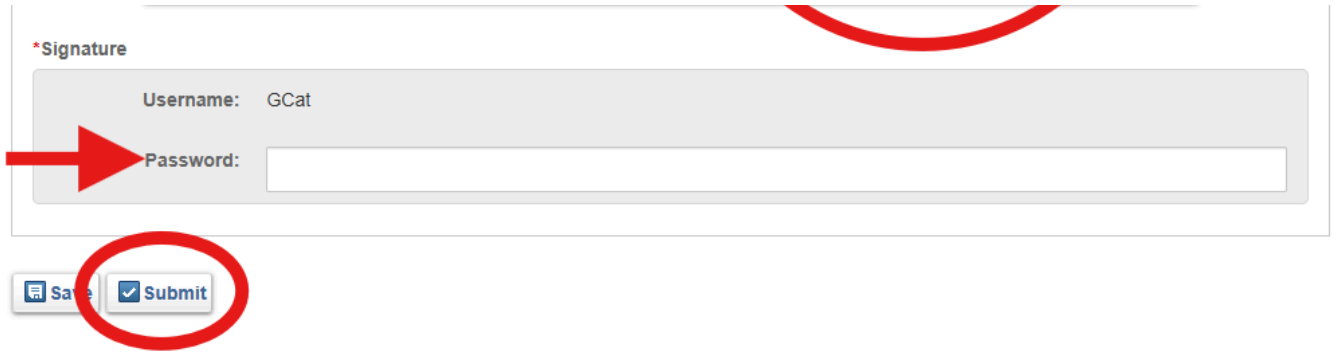
8. Locate the Voucher Codes in the list and press the Apply Now button.



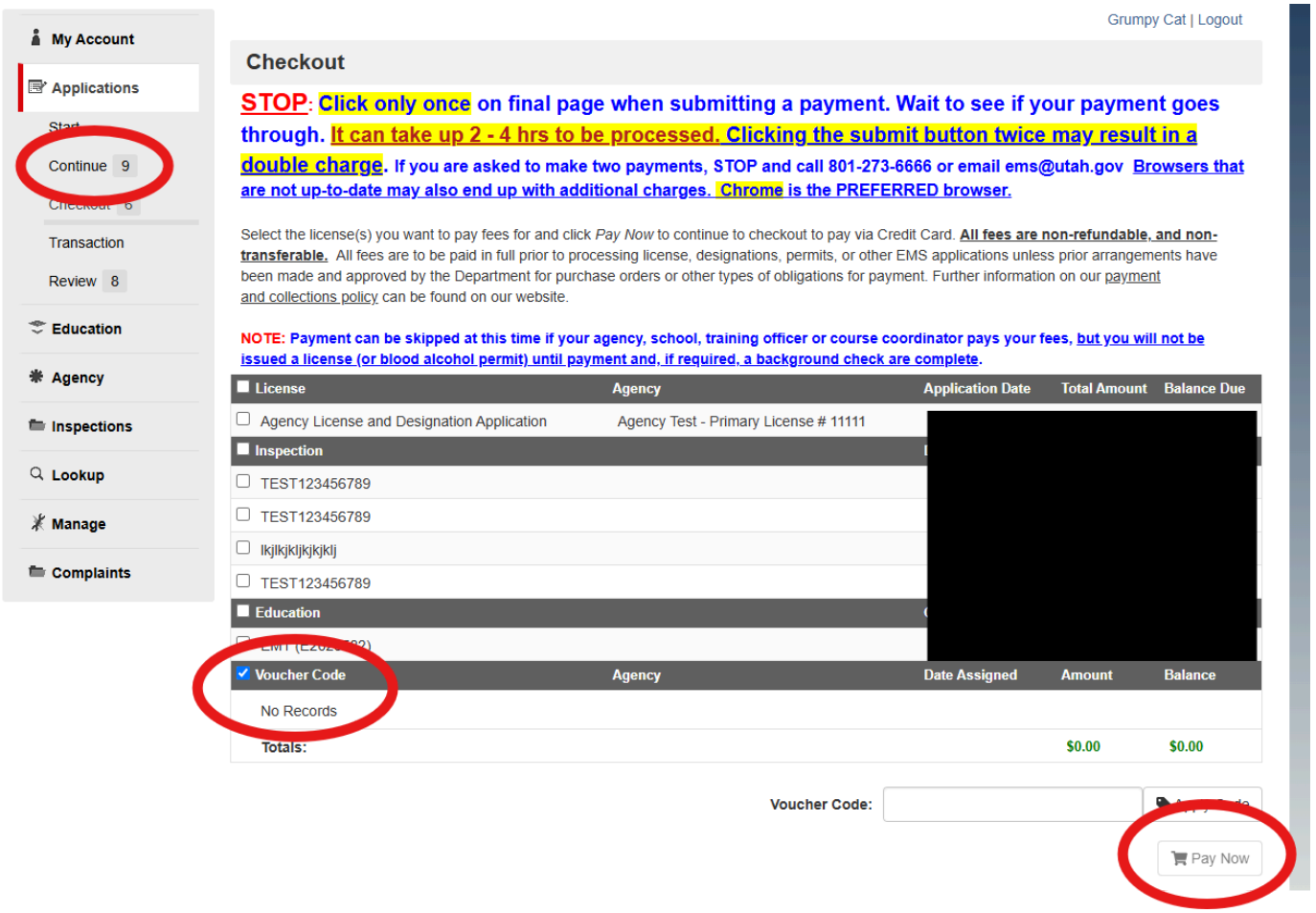
9. Please read the instructions carefully.The voucher codes must be purchased by price rather than by application type.
    a. Below is a list of fees. Please review while determining which voucher codes you want to purchase:
        i. **Renewal Applications**- $30.00
        ii. **Initial Applications**- $45.00
        iii. **BCI Background Check**- $74.00
        iv. **Initial Applications + BCI Background Check**- $119.00
10. Indicate how many you want of each type of voucher code by typing in a number next to the price. Voucher codes do not expire.



11. Once you have determined the number of codes you need, sign at the bottom and click submit at the bottom of the application.

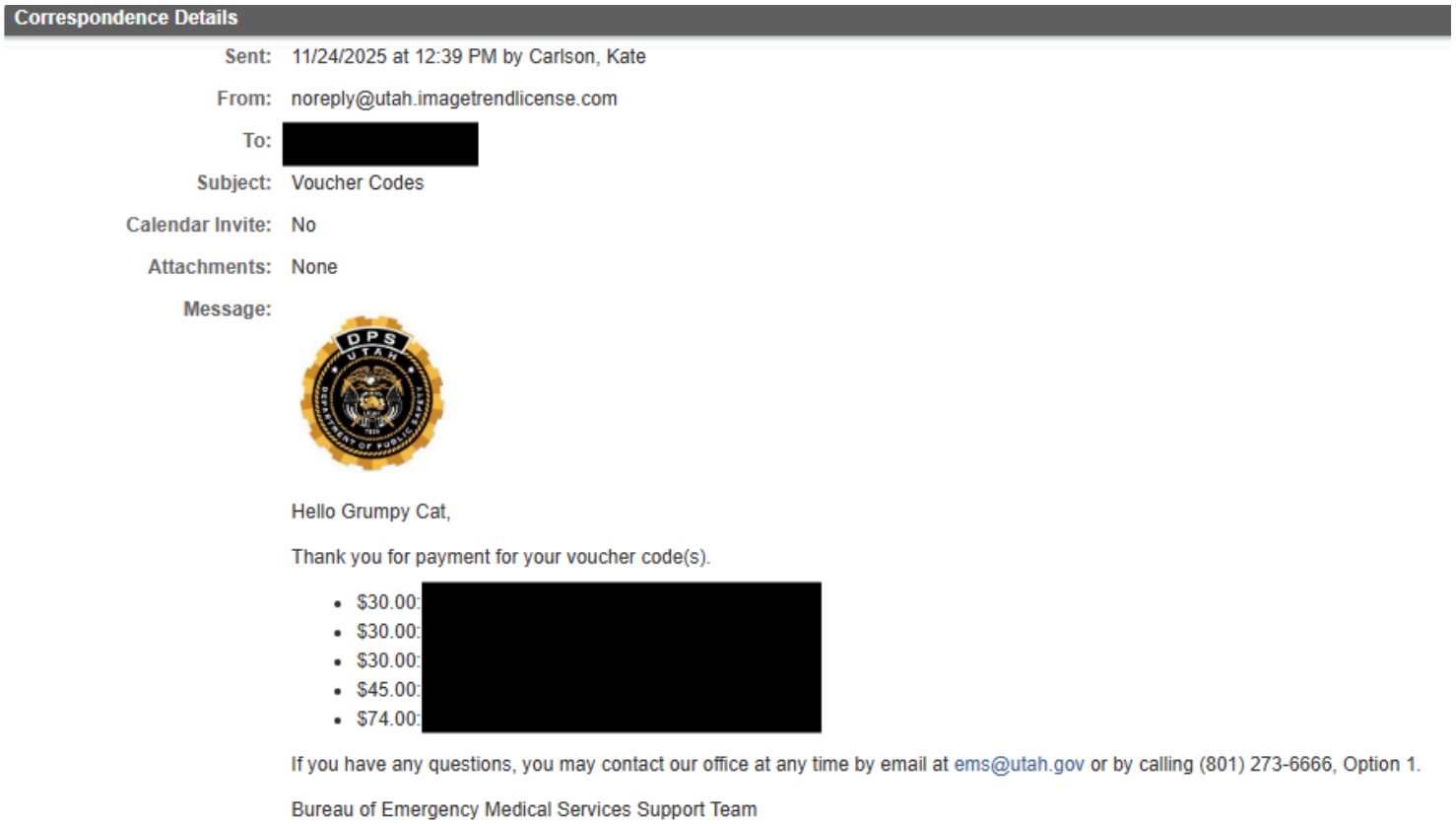


12. Before you receive the voucher codes, you will need to submit payment. Navigate to the Applications tab, then the Checkout Tab



13. Check to make sure that the Voucher Code application is selected.
14. Click Pay Now at the bottom of the screen.
15. Follow the instructions to complete payment.

16. You will receive an email verification with all the voucher codes that were purchased once payment is submitted.



Correspondence Details

Sent: 11/24/2025 at 12:39 PM by Carlson, Kate

From: noreply@utah.imagetrendlicense.com

To: [redacted]

Subject: Voucher Codes

Calendar Invite: No

Attachments: None

Message:

Hello Grumpy Cat,

Thank you for payment for your voucher code(s).

- $30.00: [redacted]
- $30.00:
- $30.00:
- $45.00:
- $74.00:

If you have any questions, you may contact our office at any time by email at ems@utah.gov or by calling (801) 273-6666, Option 1.

Bureau of Emergency Medical Services Support Team

17. To assign Voucher Codes, please move to the next section of this guide.

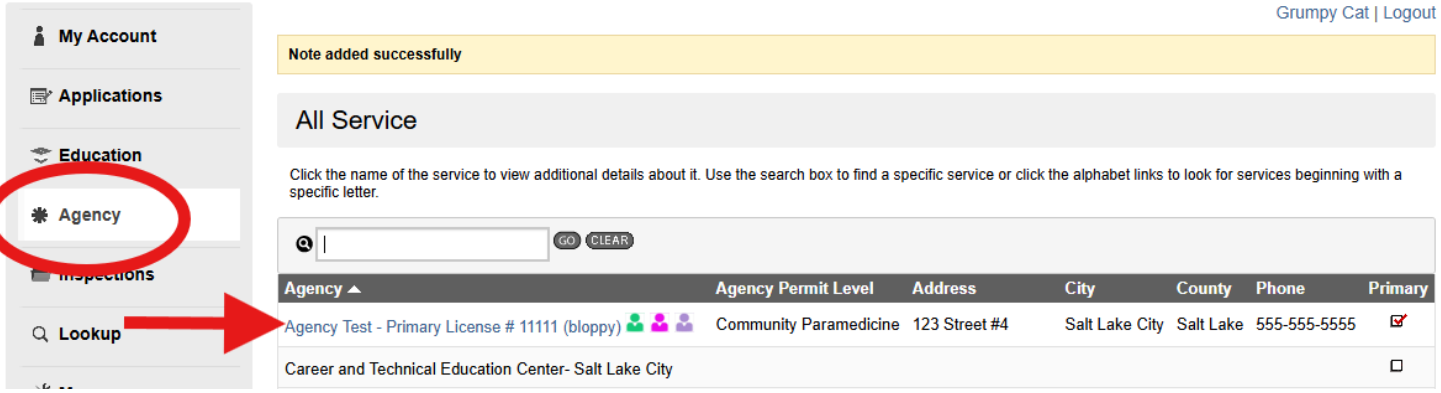
How to Assign Voucher Codes

If you have not purchased voucher codes yet, please review the first section of this guide before proceeding.

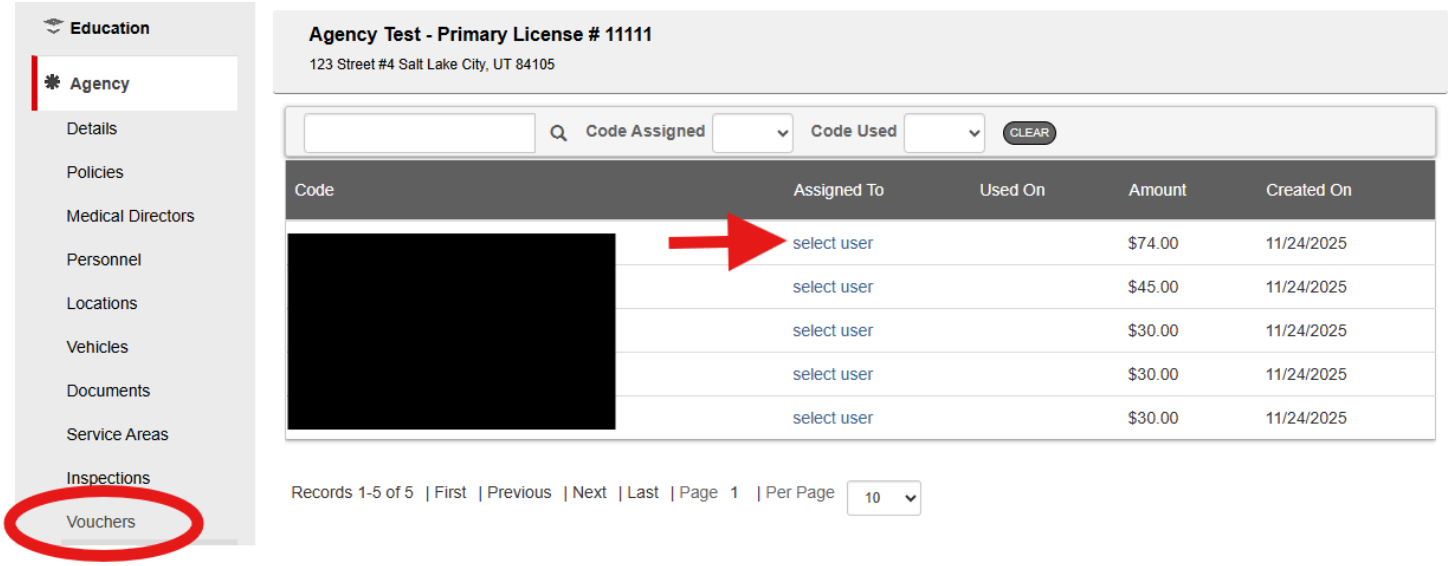
A voucher code is like a digital coupon. It's a short set of letters and/or numbers that you enter at checkout when filling out EMS Professional applications on this website. Once the codes have been purchased, the codes can be assigned to your providers for professional licensure. There are two methods for assigning voucher codes to your staff.

Method 1- Assign a Voucher Code

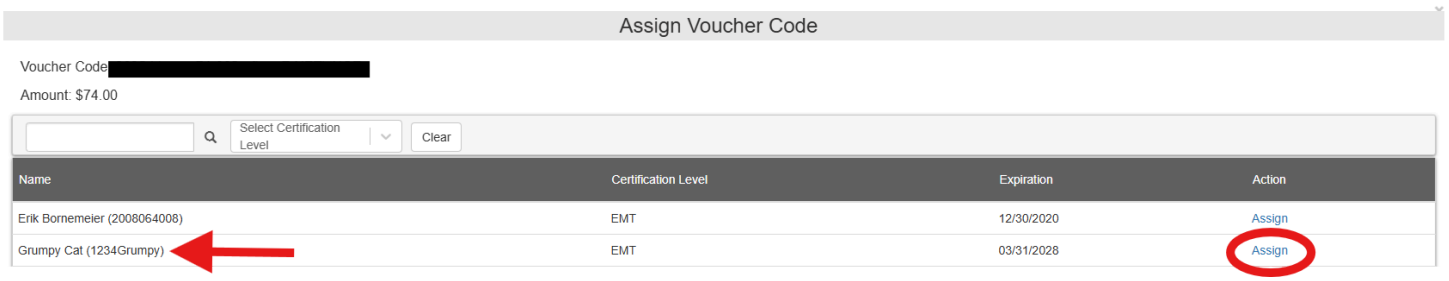
1. Navigate to the Agency tab.
2. Locate the agency that purchased the voucher codes from the list.



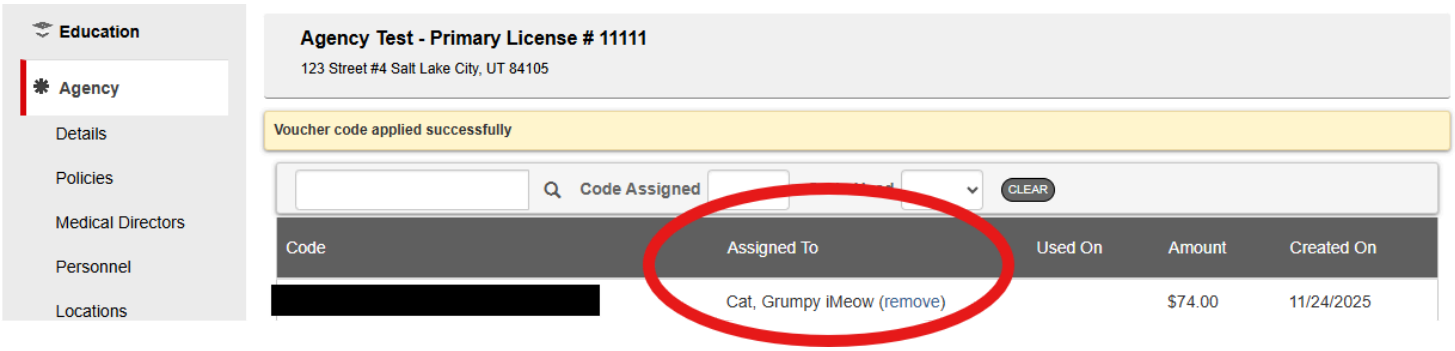
3. Click on the Vouchers tab.
4. Under the Assigned To column, click Select User next to the voucher code.



5. A new window will open with your personnel roster.
    a. Only those on your roster can be assigned voucher codes.
6. Locate the staff member you wish to assign the voucher code in the list.



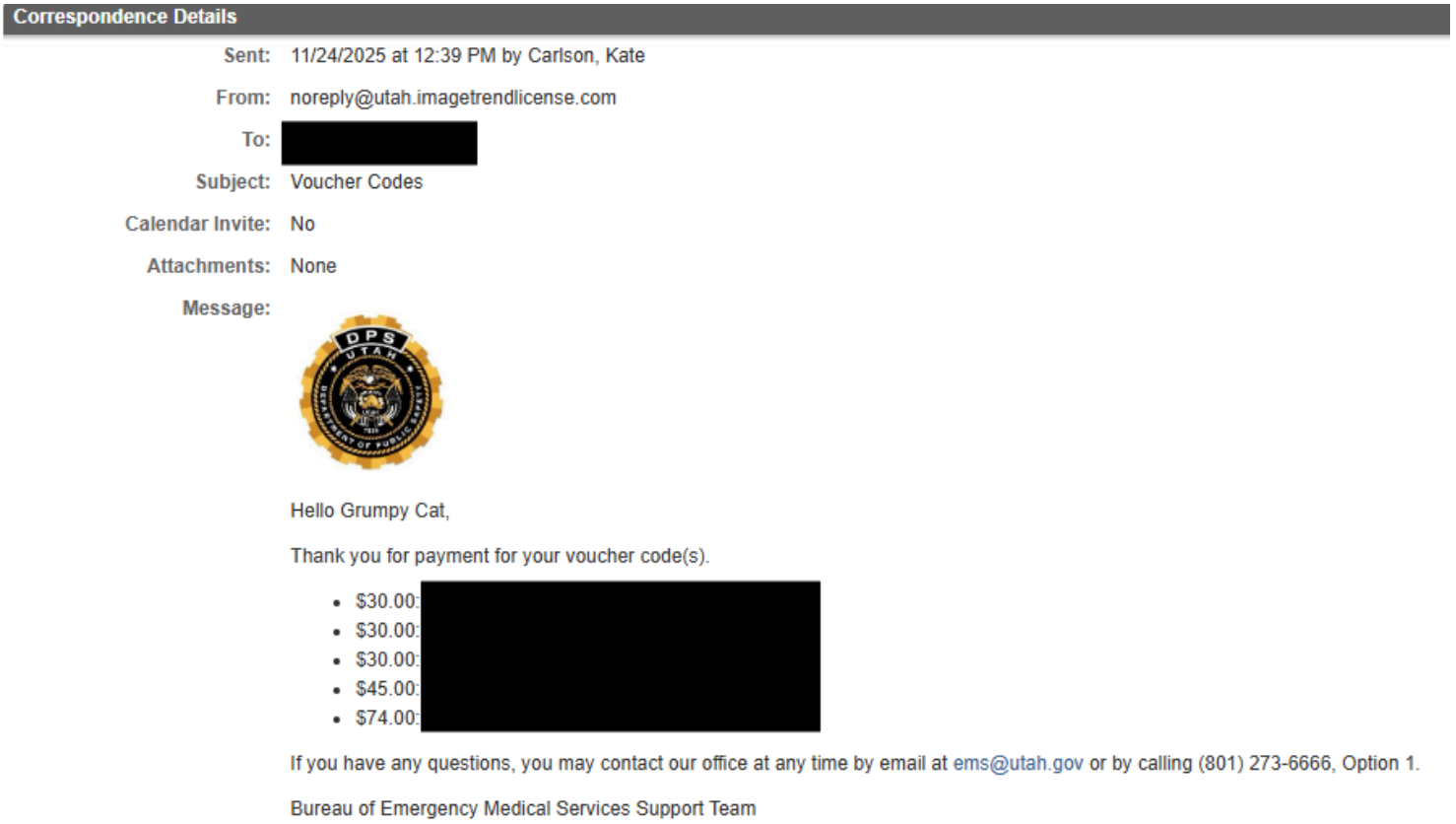
7. Click the Assign button.
8. To verify that the voucher code has been assigned, you can view the voucher code list and see the name of the assigned user.



9. To unassign a voucher code, click the Remove button next to the personnel's name.
10. The voucher code will automatically apply to the application. The applicant must go through the checkout process and apply the code.

Method 2

1. After paying for voucher codes, you should receive an email from noreply@utah.imagetrendlicence.com with all the listed Voucher Codes.



2. You can copy and send the voucher code to your personnel.
3. When an applicant goes to the Checkout tab, they can apply the code at the bottom of the page.

    a. The applicant must press the Appy Code button.

4. The applicant can then complete the payment process for their application.